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THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
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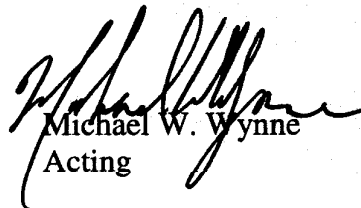
SUBJECT: David Packard Excellence in Acquisition Award Nominations

As in previous years, I am soliciting your nominations for annual David Packard Excellence in Acquisition Award. This award recognizes organizations, groups, and teams that have demonstrated exemplary innovation and best acquisition practices. Each Military Department and the Defense Logistics Agency may submit nominations for up to five teams and all other Components and OUSD (AT&L) principals may nominate two teams. Specific guidelines on the eligibility, nomination and selection criteria are contained in the attachment and will be followed in the review process.

This year the ceremony for the presentation of the David Packard awards will be held in the fall of 2004. This will ensure sufficient time for nominees to evaluate and determine their exemplary performance for the calendar year 2003. Please submit nominations no later than July 1, 2004, to:

Office of the Under Secretary of Defense (AT&L)
ATTN: Director, Procurement and Acquisition Policy
3060 Defense Pentagon, Room 3E1044
Washington, DC 20301-3060

My point of contact is Ms. Leslie Blackmon at (703) 681-3497 or via e-mail at leslie.blackmon@osd.mil.


Michael W. Wynne
Acting

Attachment:
As stated



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DIRECTOR, WASHINGTON HEADQUARTERS SERVICES
EXECUTIVE DIRECTOR, DEFENSE SCIENCE BOARD
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

David Packard
Excellence in Acquisition Award

A. Purpose

The David Packard Excellence in Acquisition Award is established to recognize Department of Defense (DOD) civilian and/or military organizations, groups, or teams, who have made highly significant contributions which demonstrated exemplary innovation and best acquisition practices. These are multiple awards reflecting achievements that exemplify goals and objectives established for furthering life cycle cost reduction and/or acquisition excellence in DOD.

B. Eligibility

1. Nominations are for organizations, groups, or teams that have exhibited superior accomplishments significantly contributing to defense acquisition reform initiatives and acquisition programs.
2. The award will be granted for contributions made or completed within the preceding 12 months (January 1 to December 31).

C. Criteria for Nomination/Selection

1. Organizations, groups and teams nominated for this award should have made highly significant contributions to DOD's acquisition processes and programs demonstrating exemplary innovation and best acquisition practices. The primary judging criteria for selecting recipients are based on one or more of the following:
 - a. Reducing Life Cycle Cost, including such factors as
 - Achieving best value for the government
 - Balancing the risk of fraud, waste or abuse against the cost of preventative measures
 - Balancing the benefits of the nation's socio-economic policies with the cost of government-unique requirements on sellers
 - b. Making the Acquisition System More Efficient, Responsive and Timely, including
 - Managing risk in acquisition and procurement, rather than avoiding it
 - Meeting warfighter/peacekeeper needs faster, better, cheaper
 - Shortening acquisition lead time
 - Being suited to peacekeeping and other emerging DoD missions
 - Anticipating change instead of reacting to it
 - c. Integrating Defense with the Commercial Base and Practices, including
 - Strengthening the joint commercial and defense industrial base
 - Integrating commercially available technology into military systems

ATTACHMENT

- Maintaining technological superiority
 - Combining best practices of world class customers and suppliers
 - Partnering within DoD and with industry
- d. Promoting Continuous Improvement of the Acquisition Process, including
- Simplifying the acquisition process
 - Facilitating people in the acquisition workforce in doing their jobs
 - Training and educating a professional acquisition workforce
 - Providing incentives for acquisition personnel to innovate and to manage risk
 - Evidencing trust in the professionalism of the workforce by empowering and encouraging them
 - Ensuring that every step in the acquisition process adds value
 - Reengineering the acquisition system - not all at once but process by process
 - Measuring progress (metrics) toward acquisition system enhancements
- e. Accomplishing Specific Goals Associated with Acquisition Reform Initiatives, including
- Legislation
 - Specifications and Standards
 - Oversight and Review
 - Automated Acquisition Information
 - Electronic Commerce/Electronic Data Interchange
 - Contract Administration
 - Purchase Cards
 - Procurement Process Reform
 - Integrated Product/Process Teams (IPTs), IPPD
 - Others (as may from time to time be identified in connection with working group charters, Defense Manufacturing Council, Defense Science Board, Roles and Missions Commission, legislative and regulatory initiatives, etc.)
- f. Others As Identified by a DOD Component Acquisition Executive
2. Nominations must specify the criteria that are applicable and provide supporting information. Quantifiable metrics, such as savings and outcome measures, are especially desired.
3. Nominations must specify an award category appropriate for the achievement. Award categories include: Program Management; Communications Computer Systems; Contracting (includes Construction); Purchasing; Industrial Property Management; Systems Planning, Research, Development and Engineering; Test and Evaluation; Manufacturing, Production and Quality Assurance; Acquisition Logistics; Business, Cost Estimating, and Financial Management; and Auditing. Award categories will be used to assist in the evaluation of the nominations. More than one nomination may be submitted specifying the same award category.

D. Process

1. Administration

- a. Director for Administration, OUSD (AT&L) will prepare the notification for USD(AT&L) issuance on November 1 that nominations are due by February 1.
- b. The Services Military Departments and Defense Logistics Agency may nominate up to five teams, and other Components and OUSD (AT&L) principals may nominate two teams. Nomination packages should be submitted not later than February 1 each year through the appropriate Component Acquisition Executive or USD (AT&L) principal to the Acquisition Recognition Board, ATTN: Director for Administration, OUSD(AT&L), 3150 Defense Pentagon, Room 3D1020, Washington D.C. 20301-3150.
- c. Each nomination should include the following information;
 - 1) Name of the organization (group title, office title, activity, duty location) and point of contact.
 - 2) Name(s) and position titles of individual(s) contributing to the team.
 - 3) A summary describing the accomplishment(s) **normally not to exceed two pages**, but may be accompanied by supporting information, e.g., charts, statistical data, etc.
 - 4) Appropriate award category.
- d. The Director for Administration, OUSD (AT&L) will provide the nomination packages to the Principal Deputy Director, Defense Acquisition and Procurement Policy (PDDDPAP). The PDDDPAP will coordinate the awards process with the Principal Deputy Under Secretary of Defense (PDUSD)(AT&L). The PDDDPAP will chair the Acquisition Recognition Board comprised of at least five panel members who report to either the USD(AT&L) or PDUSD(AT&L). The Board Chair selects members to serve and assist with the assessment and review of the nominations. The Chair will then present the recommendations to the PDUSD(AT&L) for approval. The USD(AT&L) is the final selection authority.
- e. Upon USD(AT&L)'s approval of the Board's recommendations, the Director for Administration, OUSD(AT&L) will order necessary plaques and certificates, and perform any administrative functions associated with the award presentations. The David Packard Excellence in Acquisition Award will be presented to the honorees' organization in an official ceremony. Each member of a group or team will receive a Certificate of Excellence in Acquisition. The Director for Administration, OUSD(AT&L) will establish and maintain a Pentagon display of annual award winners and coordinate any other type of publicity relating to the award.
- f. When possible, the USD(AT&L) will personally participate in an appropriate awards presentation. Such presentation could be an official awards ceremony at the Pentagon, an awards ceremony at the duty station of the selectee(s), or other type of presentation. All travel costs associated with an awards presentation will be borne by the nominating organization.

2. Reporting

- a. The PDDDPAP will provide information on all recipients of the David Packard Excellence in Acquisition Award to the Defense Acquisition University (DAU).
- b. The PDDDPAP will publish as appropriate the names of awardees and a brief description of their accomplishments in Acquisition Today and Acquisition Now.
- c. The DAU President is responsible for ensuring the innovations and accomplishments of the awardees are recognized, as appropriate, in the Acquisition Review Quarterly, the Program Manager Magazine, and other pertinent Office of Acquisition Initiatives publications.